

**OFFICE OF THE CITY MAYOR
ADMINISTRATIVE DIVISION
Bacolod City**

The City Mayor's Office aims to provide Executive Management and Administrative Services to Effect and Coordinate the City's Various Programs, Projects and Services.

Location: 3rd floor, North Wing, Bacolod City Government Center, Barangay Villamonte, Bacolod City

Phone number: (034) 435-6165

I. ECOLA / PAYROLLS

ABOUT THE SERVICE: The office ensures that personnel services and allowances (teachers) are being acknowledged through payroll basis.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Receiving of Payrolls & OBR for SAO signature	2 minutes	<i>Ana Lourdes Retita</i> ECOLA / Payroll <i>Marianne Lapore</i> Payroll <i>Nathaniel Saron</i> ECOLA
2. Endorsing of OBR to City Mayor's Office for STTM signature	10 minutes	<i>Nathaniel Saron</i>
3. Receiving of Signed OBRs and Payrolls for release to respective liaison officers.	10 minutes	<i>Ana Lourdes Retita</i> ECOLA / Payroll <i>Marianne Lapore</i> Payroll <i>Nathaniel Saron</i> ECOLA

4. Receiving of processed Payrolls from City Treasurer's Office / City Budget Office for Approval for Payment.	3 minutes/ payroll	<p>July Jereza <i>Payroll Pakyaw</i></p> <p>Rosario Drilon <i>ECOLA Allowance</i></p>
5. Receiving of Approved Payrolls from the City Mayor's Office.	3 minutes/ payroll	<p>July Jereza <i>Payroll Pakyaw</i></p> <p>Rosario Drilon <i>ECOLA Allowance</i></p>
6. Endorsing of Approved Payrolls to the City Treasurer's Office.	3 minutes/ payroll	<p>July Jereza <i>Payroll Pakyaw</i></p> <p>Rosario Drilon <i>ECOLA Allowance</i></p>

II. VOUCHERS / FINANCIAL ASSISTANCE / PAGCOR

ABOUT THE SERVICE: Vouchers are the applicable forms for reimbursement, purchases, services, and other expenditures made.

Financial Assistance and PAGCOR are available to indigent individuals, Barangay Officials residing in Bacolod City who are in need of financial help in order to defray their expenses (e.g. medical, etc.) or for project implementation

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Controlling of Obligation Request (OBR)	5 minutes each OBR	<i>Reynaldo Villanueva</i>
2. Endorsing of OBR to City Mayor's Office for STTM Signature	5 minutes / voucher	<i>Nathaniel Saron</i>

3. Endorsing of OBR to City Mayor's Office for STTM Signature	5 minutes / OBR	<i>Nathaniel Saron</i>
Financial Assistance		
4. Endorsement of signed OBR to Liaison Officer of Bing Office for processing	5 minutes / Voucher	<i>Nathaniel Saron</i>
5. Receiving of Processed Vouchers / Payrolls from the Treasurer's Office for STTM / CM Signature.	5 minutes / Voucher	<p>July Jereza <i>Payrolls</i></p> <p>Nida Uberas <i>Vouchers</i></p>
6. Releasing of Approved Vouchers / Payrolls to City Treasurer's Office - Cash Division	5 minutes	<p>July Jereza <i>Payrolls</i></p> <p>Albert Kwan <i>Payrolls / Vouchers</i></p> <p>Nathaniel Saron <i>Payrolls / Vouchers</i></p>